

**CITY OF COVINGTON, KENTUCKY
LEGISLATIVE MEETING
BOARD OF COMMISSIONERS
TUESDAY, MAY 13, 2014, 6:00 PM**

**20 WEST PIKE STREET
COVINGTON, KY**

AGENDA

CALL TO ORDER: Mayor Sherry Carran

PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

Reading of Minutes of the meetings of April 29, 2014, minutes (or motion to dispense with reading and approve minutes).

PRESENTATION(S):

- Kenton County Judge-Executive Arlinghaus – Presentation of Reimbursement Check from FEMA (Federal Emergency Management Administration)
- Design for Riverfront Commons and TIGER Grant Application – Larisa Sims, Assistant City Manager for Development, and Mike Yeager, Community Services Division Manager/City Engineer

ITEMS FOR CONSIDERATION:

NEW BUSINESS – FIRST READING OF ORDINANCES

1. Consider Ordinance No. O-xx-14 entitled: **AN ORDINANCE READOPTING THE CITY OF COVINGTON CODE OF ORDINANCES, 1984 EDITION, TO INCLUDE THE 2014 S-25 SUPPLEMENT AND ALL PREVIOUSLY ADOPTED SUPPLEMENTS.**

This is necessary to complete the codification of legislation and a recurring item on Commission meeting agendas.

Staff Reporting: Larry Klein, City Manager

Recommendation: First Reading, No Vote

- 2. Consider Ordinance No. O-xx-14 entitled: **AN ORDINANCE AMENDING SECTION 30.08 AND SECTION 92.16 OF THE COVINGTON CODE OF ORDINANCE TO DESIGNATE 20 WEST PIKE STREET AS THE CITY OF COVINGTON'S PRINCIPAL OFFICE.** *The two sections of the Covington Code of Ordinances lists the City's primary place of business as 638 Madison Avenue and this ordinance will update that information.*

Staff Reporting: Larry Klein, City Manager

Recommendation: First Reading, No Vote

NEW BUSINESS – ORDER/RESOLUTIONS

- 3. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ADOPTING THE CITY OF COVINGTON AND THE NORTHERN KENTUCKY HOME CONSORTIUM'S ANNUAL ACTION PLAN FOR THE PROGRAM YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015, AND FURTHER AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS IN CONNECTION WITH THE SUBMISSION FOR FUNDING FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND THE HOME INVESTMENT PARTNERSHIP PROGRAM.** *The City has been gathering input from the public, staff, working sessions with Commission and stakeholder focus groups over the last several months. The input was analyzed and resulted in the Annual Action Plan being recommended herein. The Annual Action Plan of the application for CDBG and HOME Program funding is for the 2014-2015 program year.*

Staff Reporting: Natalie Gardner, Programs and Strategic Policies Manager

Recommendation: Approve Order/Resolution. Approval complies with HUD regulations to adopt an Annual Action Plan on how the City should expend its annual allocation of CDBG and HUD funds after gathering input from the public, Commission, staff and other community stakeholders.

- 4. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING A CHANGE ORDER WITH EATON ASPHALT FOR ADDITIONAL WORK NEEDED ON THE SOUTHERN AND LATONIA RECONSTRUCTION PROJECT, IN AN AMOUNT OF \$125,419.18, PAYABLE FROM THE CAPITAL FUND.** *Some of the items that were done and included in this change order are: lime stabilization to geogrid because the gas main was higher than expected; extra asphalt*

surface and base needed at intersections for proper drainage; additional crosswalks added for safety; and catch basins repairs that were found in disrepair throughout (this cost of split 50/50 with SD1).

Staff Reporting: Mike Yeager, Community Services Division Manager/City Engineer

Recommendation: Approve Order/Resolution. Approval is required in order to complete the project in a satisfactory manner.

5. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF PAYCOR FOR PAYROLL SERVICES IN AN AMOUNT OF \$42,981.16 PLUS AN \$8,000.00 ONE-TIME IMPLEMENTATION CHARGE, PAYABLE FROM GENERAL FUND, AS THE LOWEST EVALUATED BID AND REJECTING ALL OTHER BIDS.** *Three companies responded to the City's RFP for payroll services. They were Paycor, ADP, and Kronos. A selection committee comprised of representatives from the Finance Department, the Human Resource department, and a City Manager designee (Information Technology and Data Manager) reviewed all three responses and recommends that Paycor be selected to satisfy the City's payroll services.*

Staff Reporting: Lisa Goetz, Finance Director

Recommendation: Approve Order/Resolution. Approval satisfies a requirement of the State Auditor's report to implement checks and balances in the City's payroll system, and will provide efficiencies in the Finance Department and other City Departments through integrated payroll, employee benefit, time and other record keeping and human resource functions.

6. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION AMENDING THE ADMINISTRATIVE PLAN FOR THE CITY OF COVINGTON'S HOUSING CHOICE VOUCHER/SECTION 8 PROGRAM.** *This will update the current Administrative Plan. While most of the plan will remain the same there are a few changes and updates. These proposed changes and updates have been developed in consultation with the Louisville HUD office.*

Staff Reporting: Kim Phillips, Section 8 Program Coordinator

Recommendation: Approve Order/Resolution. Annually, the Housing Authority of Covington and the Choice Voucher Program (Section 8) submit to HUD an Agency Plan that outlines how these programs will be administered in the next fiscal year. Approval updates the City's Housing Choice Voucher/Section 8 Program administrative rules and regulations in compliance with HUD regulations.

7. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION DECLARING CERTAIN CITY PROPERTY LOCATED AT THE FORMER CITY HALL AS SURPLUS AND AUTHORIZING ITS SALE AND TRANSFER PURSUANT TO KRS §§ 82.083 AND 45A.425.** *Inventory was taken of all items that are still at the old City Hall Building. These items need to be surplussed and will then be sold per KRS regulations.*

Staff Reporting: Beth Johnson, Planning and Preservation Specialist, and Katie Hushebeck, Executive Assistant to the City Manager.

Recommendation: Approve Order/Resolution. Approval allows the City to dispose of obsolete and/or inefficient equipment.

8. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING THE TERMINATION OF RHONDA WOOD OF THE PROGRAMS AND STRATEGIC PROJECTS DIVISION OF THE DEPARTMENT OF DEVELOPMENT, EFFECTIVE MAY 1, 2014.**

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval is recommended.

9. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING THE RENEWAL OF THE CITY'S MEDICAL STOP LOSS INSURANCE COVERAGE WITH HM LIFE INSURANCE, EFFECTIVE JULY 1, 2014, AT AN ANNUAL RATE OF \$526,500.24, PAYABLE FROM GENERAL FUND.** *The City's health insurance administrator annually solicits bids for the City's stop loss insurance coverage which covers large health insurance claims. Four bids were received and the bid of HM Life Insurance is the best responsible bid.*

Staff Reporting: Frank Warnock, City Solicitor/Assistant City Manager

Recommendation: Approve Order/Resolution. Approval allows the City to obtain the most competitive bid for stop loss insurance which insures the City against catastrophic medical claims in our self-insured employee health care plan.

10. Consider Order/Resolution NO. O/R-xx-14 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR BANKING SERVICES.** *The City is reviewing its 2014-2015 budget. It is appropriate at this time to explore proposals for banking services to determine what is in the best interest of the City.*

Staff Reporting: Lisa Goetz, Finance Director

Recommendation: Approve Order/Resolution. Approval allows the City to pursue the most economical and beneficial banking services. Bids will be received and evaluated and a recommendation made to the City Commission in the very near future.

11. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING THE REAPPOINTMENT OF LARISA SIMS, ASSISTANT CITY MANAGER, AND MIKE YEAGER, COMMUNITY SERVICES MANAGER, TO THE INTERMODAL COORDINATING COMMITTEE OF THE OKI REGIONAL COUNCIL OF GOVERNMENTS.** *The appointments to the OKI ICC are annual appointments. Rick Davis and Bill Matteoli are the alternate appointees.*

Staff Reporting: Mike Yeager, Community Services Division Manager/City Engineer

Recommendation: Approve Order/Resolution. Approval allows the City to be represented on this very important Committee of OKI (Ohio-Kentucky-Indiana Council of Governments) which allocates our region's share of federal transportation funds for such projects.

12. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING THE APPOINTMENT OF MAYOR SHERRY CARRAN AS THE CITY'S REPRESENTATIVE TO THE MUNICIPAL GOVERNMENT LEAGUE OF NORTHERN KENTUCKY (MGLNK) AND CITY COMMISSIONER CHUCK EILERMAN AS THE CITY'S ALTERNATE REPRESENTATIVE TO MGLNK.** *The appointments to the MGLNK are done on an annual basis and appointments are now due to the MGLNK.*

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution. Approval allows the City to be represented on this regional organization of municipal elected officials.

13. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO A CONTRACT WITH WEST SHELL COMMERCIAL, INC., DBA COLLIERS INTERNATIONAL FOR PROPERTY MANAGEMENT SERVICES FOR THE KENTUCKY CAREER CENTER TO BE LOCATED AT 1324 MADISON AVENUE.**

Staff Reporting: Larissa Sims, Assistant City Manager

Recommendation: Approve Order/Resolution

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

CITY MANAGER'S COMMENTS

CITY SOLICITOR'S COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT